

~~SECRET~~
SECURITY INFORMATION

CONFIDENTIAL

30 November 1951

MEMORANDUM FOR: Assistant Director, Office of Training (O)
FROM : Chief, Plans and Policy Staff, O/TR
SUBJECT : Weekly Activities Report, Period 26 - 30 November 1951

25X1A

I. Completed Projects

25X1A9a

1. Project 51-24, [REDACTED] Action initiated by memo from [REDACTED] to DDCI requesting information on the subject, "Intelligence as a Career". Prepared memorandum to DDCI from D/TR containing information on which to base a reply which was signed and dispatched on 27 November.
2. Project 51-25, Survey of O/TR Participation in Interdepartmental Committees. Contacted various O/TR staff members on their membership on interdepartmental committees. Prepared and submitted a report on the survey to the AD/IC on 28 November.

II. Projects in Process

25X1A9a

1. Project 51-6, Survey of Non O/TR Training Activities. Assembled, categorized and reviewed the data reported pertaining to non O/TR training activities. Preparing to investigate further, certain phases of the non O/TR training activities prior to submitting a report.
2. Project 51-7, Professional Administrative Officer Training Program. Summarized the replies received pertaining to the Professional Administrative Officer Program. Analyzing the responses prior to preparing a report.

25X1A9a

3. Project 51-13, Register of Training Activities. Discussed the general problem of recording training programs with Mr. [REDACTED] Discussed with Mrs. [REDACTED] Assistant Registrar, the current system of record keeping. Examined the filing system now used and obtained an estimate of the total number of folders now on hand and the expected monthly additions to the files.

CONFIDENTIAL

1. BOX NO. 65 2. FLD NO. 65 3. NO CHANGE
IN CLASS/ DECLAS/ CLASS CHANGED TO: 3 4. S/ RET. JUST 22
NEXT REV DATE 89 5. REVIEWER 3 6. TYPE DOC. 02
NO. PGS 3 7. CREATION DATE 29 8. ORG COM/ OPU 9. ORG CLASS 5
REV CLASS C 10. C REV COORD. HR 703 11. AUTH. HR 703

4. Project 51-14, Cable Preparation Course. Requested the CIA Library to obtain ASA Training Course 20-14 from the Army for our information in developing a cable preparation course. Requested the Graphics Register to supply us with a list of all available films pertaining to cable use and preparation and to Message Center operations.

25X1A9a 5. Project 51-15, Rotation Working Group. Attended the 7th meeting on 28 November. Mr. [REDACTED] presented his views on flexibility in Rotation with particular reference to the question of detailing personnel in grades 14 and above to slots of lesser rank for the good of the Agency and without prejudice to the grade of the individual being so detailed. The Committee agreed to recommend favorable action on the [REDACTED] proposal as an interim measure pending the development of a sound Rotational plan for the Agency, at which time it would review its position on the [REDACTED] proposal. The other item of business conducted at this meeting was consideration of a statement of "Objectives of Rotation" submitted by the O/PC member. It was concluded that the statement required revision and would be considered at the 8th meeting on 5 December. 25X1A9a

25X1A9a 6. Project 51-17, O/TR Section of the CIA Report to the NSC. On 27 November, the CIA Historian, who is responsible for pulling together the various Office contributions to the Directors report to the NSC, requested that this Office expand its coverage of the Training section to include more detail and a fuller treatment of current and foreseeable future problems. About two-thirds of the report has been re-drafted to meet a deadline of the close of business on 3 December.

7. Project 51-20, Administrative Support to Field Training Operations. Met for the second time with Mr. [REDACTED] who, at my request, designated Mr. [REDACTED] as the person with whom I could work in formulating a curriculum for the required administrative support course. 25X1A9a 25X1A9a

8. Project 51-22, Wartime Role of CIA as it Affects the Mission of O/TR. D/TR signed memorandum to DDCI on 23 November. No further action can be taken pending reply from DDCI.

~~SECRET~~

SECURITY INFORMATION

25X1A9a

9. Project 51-23, Federal Civilian Defense Administration Training Films. Arranged for preview of films on 26 November at which Mr. [REDACTED] of O/SI assisted us in arriving at an evaluation. In view of the fact that these films were in the nature of personal instruction for householders and apartment dwellers rather than for office workers, and further that such films would probably be given fairly wide dissemination through local Civilian Defense Groups, P.T.A. meetings, and local theaters, the question arose as to the desirability of using Agency time for this purpose. [REDACTED] and I discussed the above point and it was finally left to me to discuss this question with the Director of Intelligence of the Civil Defense Agency. Such arrangements have been made for early next week.

25X1A9a

III. Newly Assigned Projects.

None.

IV. Projects in Suspense

25X1A9a

1. Project 51-3, Preparation of Report on 1951 Summer Seminar on the Near East.
2. Project 51-4, Review and Recommendation on O/FC Comments on the [REDACTED] Report" Regarding Covert Training.
3. Project 51-9, Development of Curriculum and Program for the National Intelligence Course; Senior Professional Level.
4. Project 51-10, Development of Curriculum and Program for the Intermediate Intelligence Course; Junior Professional Level.
5. Project 51-11, Review of Curriculum and Program for the Basic Intelligence Course; Incoming Professional Level.
6. Project 51-21, Area and Language Specialists.

25X1A9a

~~SECRET~~